Title II Tips for Reporting
Annual Goals

The reporting requirements under Title II of the *Higher Education Act,* as amended in 2008, requires that each institution of higher education that conducts a traditional teacher preparation program (including programs that offer any ongoing professional development programs) or alternative routes to State certification or licensure program, and that enrolls students receiving Federal assistance under this Act, shall set annual quantifiable goals for increasing the number of prospective teachers trained in teacher shortage areas, including mathematics, science, special education, and instruction of limited English proficient students. Aditionally, the reporting requirements call for programs to report on whether the goals have been met; a description of the activities the institution implemented to achieve such goals, and a description of the steps the institution is taking to improve its performance in meeting the annual goals. Section II of the Institution and Program Report Card (IPRC) collects data to meet this requirement.

Below are some Frequently Asked Questions regarding the Annual Goals section.

Q: How do I complete the Annual Goals section?
A: In this section (Section II Annual Goals) of the IPRC, data from the previous year will be prepopulated for IHEs. This will allow users to review their previous goal and submission. Each year, users will need to edit the submission as appropriate. Below are descriptions of each field in Section II Annual Goals, with guidance on how users should report their data.

- Academic Year: In this box, users should report he academic year in which they would like to reach their goal. This should be set for the future. Although the previous year's response will be prepopulated, users should edit this box each year as appropriate.
- Goal: In this box, users should set a quantifiable goal for their program (i.e., increasing math teachers by 5%) that corresponds with the academic year. The goal should be numeric (a number or percentage). This goal should be set for the future. Although the previous year's response will be prepopulated, users should edit this box each year as appropriate.
- Goal Met: In this box, users should report whether or not they met the goal set in the previous year's report. Although the previous year's response will be prepopulated, users should edit this box each year as appropriate.
- Description of strategies used to achieve goal: In this box, users should describe the strategies used for meeting last year's goal. Although the previous year's response will be prepopulated, users should edit this box each year as appropriate.
- Description of steps to improve performance in meeting goal or lessons learned in meeting goal: In this box, users should describe steps used to improve performance or lessons learned while meeting last year's goal. Although the previous year's response will be prepopulated, users should edit this box each year as appropriate.

Users will update the above fields for each teacher shortage area listed (Mathematics, Science, Special education, and Instruction of limited English proficient students).

Q: My IHE/program does not prepare teachers in one of the teacher shortage areas listed. Do I still have to set a goal for the teacher shortage area?
A: If an IHE or program does not prepare teachers in one of the listed teacher shortage areas, users must enter a year in the <u>Academic Year</u> field and must enter "NA" in the <u>Goal</u> field. If left blank, this will show up as an error for being incomplete and users will be unable to certify their report.

Q: My state has shortage areas that are not listed. Am I required to add the state shortage areas? If so, how do I do that?
A: Users should check with their state Title II coordinators to find out whether their state requires them to report on the state shortage areas. Shortage areas could include geographical areas (e.g., urban, rural, northern counties) or levels (e.g., elementary, middle, secondary) as well as subject areas. To add and report on a new shortage area, use the "Other" field. Enter the teacher shortage area in the "Other" box and complete the necessary fields for that shortage area. To add additional shortage areas, click on the "Add Subject" button. This will create a new "Other" field. Users may add as many shortage areas as they like.

Q: The Annual Goals section refers to "increasing the number of prospective teachers trained in teacher shortage areas." What is the definition of "trained"?
A. In this section, "trained" refers to completing the teacher preparation program.